



**HEAVY EQUIPMENT MECHANIC,  
CORRECTIONAL FACILITY (CF)  
Final Filing Date: October 1, 2013**

**OPEN - SPOT**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)  
SPOT EXAMINATION FOR:

**CALIFORNIA INSTITUTION FOR WOMEN  
CALIFORNIA INSTITUTION FOR MEN  
CALIFORNIA REHABILITATION CENTER, NORCO**

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR testing period(s) for this examination are: **January - December**. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

**By mail to:**

**California Institution for Women  
ATTN: Delegated Testing Office  
P.O. BOX 1700  
Corona, CA 92878-1700**

**In person at:**

**California Institution for Women  
Personnel Delegated Testing Office  
16756 Chino-Corona Road  
Corona, CA 92878**

If you are personally delivering your application, you must do so between the hours of **8:00 a.m. and 4:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

**NOTE:** Only applications with an original signature will be accepted.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

**APPLICATION DEADLINE/ REQUIREMENTS** **October 1, 2013** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the written test date

**TEST DATE** The written test date will be **November 2, 2013**.

**SALARY RANGE(S)** As of: **August 16, 2013**  
**\$4,106 - \$4,732**

**MINIMUM QUALIFICATIONS** Possession of a valid Class 3 driver license. (Applicants who do not possess the license will be allowed to compete in the examination, but the license must be obtained prior to appointment.)

**and**

**Either I**

Completion of a recognized apprenticeship as a gas and diesel-powered truck mechanic, or a heavy construction equipment mechanic. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but they must present evidence of completion of a recognized apprenticeship before they may be appointed.)

**Or II**

Four years of varied mechanical experience on gas and diesel-powered trucks or heavy construction equipment. An Associate of Arts Degree in Heavy Equipment Maintenance, Diesel Mechanics, or Heavy Equipment Mechanics, or a certificate of completion from an accredited Community college or equivalent degree or certificate approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Division 10, Part 59, Chapter 3, may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination but must present evidence of completion prior to appointment.)

**Or III**

Three years performing the duties of a Heavy Equipment Mechanic Apprentice in the California state service, at least two years of which shall have included experience on gasoline and diesel-powered heavy construction or highway maintenance equipment.

MINIMUM QUALIFICATIONS (CONTINUED)	<p><b>Additional Desirable Qualifications:</b> Possession of a valid Class 2 or Class 1 driver license.</p> <p>Education equivalent to completion of the 12<sup>th</sup> grade.</p> <p><b>NOTE:</b> High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p><b>OUT-OF-CLASS EXPERIENCE:</b> A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.</p>
------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

EXAMINATION PLAN	<p>This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. <b>CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.</b></p> <p><b>Written Test -- Weighted 100.00%</b></p> <p><b>Scope:</b> Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Methods, materials, tools and equipment used in construction, assembly, overhaul, repair, and adjustment of gas and diesel-powered trucks, and heavy construction and maintenance equipment.</li><li>2. Operating characteristics of heavy construction and maintenance equipment and gas and diesel-powered trucks.</li><li>3. Safety regulations and practices.</li></ol> <p><b>B. Skill in:</b></p> <ol style="list-style-type: none"><li>1. Mechanical repair, adjustment, and fabrication of special equipment.</li></ol> <p><b>C. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Communicate effectively</li><li>2. Fabricate, repair, and make adjustments to various equipment and systems (i.e., heavy construction and maintenance equipment, gas and diesel-powered trucks, etc.)</li><li>3. Install and test pumps, motors, and similar equipment.</li><li>4. Perform welding.</li><li>5. Estimate repair costs.</li><li>6. Work from drawings and sketches and make sketches of broken parts for replacement.</li><li>7. Make repairs in the field without supervision.</li></ol>
------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished <b>12</b> months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.</p>
---------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

POSITION DESCRIPTION AND LOCATION(S)	<p>A <b>Heavy Equipment Mechanic CF</b>, under direction, in a State correctional facility in CDCR constructs, repairs, and maintains automotive and heavy maintenance and construction equipment; maintains order and supervises the conduct of inmates, youthful offenders, residents or patients; protects and maintains the safety of persons and property; instructs, leads or supervises inmates; and does other related work.</p> <p>Positions exist with the institution(s) listed above with CDCR.</p>
--------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

VETERANS POINTS/ CAREER CREDITS	<p>Veterans Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans Preference Points. Career credits will not be granted in this examination.</p>
---------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

GENERAL INFORMATION

It is the candidate's responsibility to contact the **Delegated Testing Office at (909) 597-1771 x5530** five days prior to the written test date if he/she has not received his/her notice.

Applications are available at CDCR's offices, California Department of Human Resources offices and local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

To learn more about our department go to: [www.cdcr.ca.gov](http://www.cdcr.ca.gov).

GENERAL INFORMATION  
(CONTINUED)

**Veterans Preference:** California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the [Veterans Preference Applications \(Std. Form 1093\)](#) which is available at the California Department of Human Resources' website, [www.jobs.ca.gov/job/VeteransInformation](#) or at 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs. More information can be found at the Department of Veterans Affairs' website [http://www.calvet.ca.gov/Resources/Default.aspx](#).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](#)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS